

**CITY OF MOUNTAIN VIEW  
CLASS SPECIFICATION**

<b>Position Title:</b> Senior Administrative Analyst	<b>Job Family:</b> 2
<b>General Classification:</b> Management	<b>Job Grade:</b> 30

**Definition:** To perform complex responsible professional and technical duties in providing staff assistance to department heads or other management personnel; to conduct special studies, surveys and research assignments in a variety of administrative and operational procedures and topics, often with City-wide and/or major financial impact; and to do related work as required.

**Distinguishing Characteristics:** This is the advanced journey-level class in the Administrative Analyst series. Positions at this level are distinguished from other classes within the series by the level of responsibility assumed and the complexity of duties assigned. Employees perform the most difficult and responsible types of duties assigned to classes within this series including performing complex financial analysis and overall programmatic management. Employees at this level are required to be fully trained in all procedures related to assigned area of responsibility. This position may be expected to supervise clerical, supervisory or other professional positions.

Receives direction from management staff.

May exercise direct and indirect supervision over assigned professional, technical and clerical personnel.

**Examples of Duties:** Duties may include, but are not limited to, the following:

1. Provide high-level staff work in policy and programmatic development, analysis and implementation.
2. Compile and analyze data in order to assess cost, operational feasibility and other aspects of programs and projects; prepare reports and make recommendations on the formulation of policy and procedure, often with City-wide impact.
3. Conduct surveys and perform research and statistical analyses on administrative, fiscal, personnel and operational problems.
4. Conduct financial analyses; prepare reports and make recommendations regarding rate structures, bonding, budgeting and other financial matters.
5. Prepare complex contracts, proposals, grant applications and similar documents; prepare reports and monitor grants and contracts for program compliance.

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6. Oversee the development, administration and monitoring of the City or department budget; prepare a variety of fiscal, administrative and management reports; prepare complex financial forecasting of expenditures and revenues.
7. Manage complex projects that cross departmental boundaries and require City-wide coordination and communication.
8. Maintain and review complex automated systems that provide financial, programmatic and operational information.
9. Manage assigned programs or projects, including scheduling, planning, coordinating, supervising and presenting all work performed on assigned projects/program.
10. Compile materials and prepare complex and sensitive technical and administrative reports, manuals and publications.
11. Represent the City in interdepartmental, community and professional meetings as required.
12. Assist in the coordination of intradepartmental and departmental activities with other City departments and divisions, and outside agencies.
13. Interpret Federal, State and City regulations; coordinate their application to City operations.
14. Make presentations on assigned projects and programs to the City Council and others.
15. May require performance of complex quantitative and qualitative work, including systems analysis, sensitivity analysis, evaluation of projects, present value and life cycle cost calculations.
16. Perform related duties as assigned.

**Minimum Qualifications:**

Knowledge of: Principles and practices of public administration; principles, methods and practices of municipal finance and budgeting; sophisticated research techniques; methods of report preparation and presentation; pertinent State, Federal and local laws and regulations; principles of contract and grant administration; modern office procedures, methods and computer equipment and software; principles of organization and municipal government practices as applied to the analysis and evaluation of programs, policies and operational needs; principles of supervision, training and performance evaluation; statistics and techniques of

complex data analysis and numerical/financial analysis; City policies and procedures.

Ability to: Manage and participate in the analysis of a wide variety of moderate to complex administrative/operational problems and make effective operational and/or procedural recommendations; review complex organizational, administrative and financial problems, and recommend and implement an effective course of action; perform process improvements through the implementation of enhanced manual or automated systems solutions which increase organizational efficiency; manage and complete large and complex projects; effectively utilize automated computers and automated systems; maintain confidentiality regarding City-wide policies and changes; interpret policies, guidelines and procedures; develop recommendations and assist in making decisions of considerable impact; work independently with minimal supervision; perform complex mathematical and statistical calculations accurately; perform sophisticated financial and operational analysis to assist decision makers; supervise, train and evaluate assigned staff; evaluate program effectiveness; administer City programs and coordinate work with other divisions, departments and outside agencies; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships with those contacted in the course of work.

**Experience and Training Guidelines:** Combination of experience, education and training that will satisfy the required minimum qualifications, knowledge and abilities.

Three years of increasingly responsible administrative and analytical experience related to the department or program in which the position functions. A bachelor's degree from an accredited college or university with major course work in public administration, business or a related field. Experience or training in financial, complex analytical techniques, grant or contract analysis and/or administration are desirable. A master's degree in business or public administration is highly desirable.

**Required Licenses or Certificates:** May need to possess a valid California driver's license as required by the position.

Established January 1994

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CLASS SPECS

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